

PART 402 - RECRUITMENT

WV402.3(c)

WV402.3 Recruiting activities.

(a)(1) Personnel needs will be determined by the state conservationist with assistance from the deputy state conservationist, assistant state conservationists, program services staff members, area conservationists and the state administrative officer. In determining personnel needs, consideration will be given to program needs, availability of funds, turnover, retirements and other items. Personnel needs will be determined both on a short-range and on a long-range basis. Revisions of needs will be made periodically so that any needed changes can be shown in periodic revisions to the operating budget.

(a)(2) The state administrative officer will be responsible for carrying out a recruitment program. Contacts at educational institutions will usually be made by the personnel officer as needed. The personnel officer will interview prospective employees and coordinate recruitment activities in the state. Principal and program services staff members will maintain contacts with university department heads and professors in schools of agriculture, soils, forestry and engineering. These contacts will be used to discuss curriculum changes and course activities relative to occupational specialties within the Soil Conservation Service. Area and district conservationists will recruit intermittent engineering and soil conservation aids in the area they serve. All employees should consider it their responsibility to assist in recruiting desirable new employees for the Service and should refer names through the area conservationists or principal staff members to the personnel officer for consideration for permanent employment.

(c) Insofar as possible, all new employees will be recruited at the entrance level for each position. When vacancies occur above the entrance level, they will be filled by promotion or reassignment in accordance with the SCS Merit Promotion Plan. The Student Trainee Program will be used as a primary source of recruitment for professional positions.

WV402-1(1)